

Do we have a case management expectation when a participant is meeting their WPR through employment, but still receiving cash assistance?

If they are working and meeting participation hours then we can not require them to participate additional hours, however they are not progressing toward economic self-sufficiency. The participant should be encouraged to work on increasing their hours or getting another part time job if they are able; or if appropriate to complete some vocational training to develop job skills in a marketable career and increase their earning potential and employability so they can achieve long-term economic self-sufficiency.

This means the case manager must maintain contact with the participant on a monthly basis to assure their needs are met and to encourage them to move beyond part-time employment.

Monthly contact shall include a discussion about the number of time-limited months the participant has remaining and will consist one of the following:

1. A face to face appointment; or
2. A telephone conversation

If the case manager is unsuccessful in reaching the participant for either a face to face or telephone conversation, they can send a personal letter to the participant outlining assistance the contractor can provide as well as the number of time-limited months of cash assistance the client has remaining.

(PLEASE NOTE: If the client fails to respond, no action can be taken.)